# Tillamook County Michael R. Rice, County Surveyor 1510 3rd St. Ste C Tillamook Or. 97141 503-842-3123

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*Land of Cheese, Trees and Ocean Breeze*

**\*\*FIND THE DOCUMENT YOU NEED BELOW, FILL AND PRINT THAT ONE ONLY. EACH DOCUMENT IS A FILLABLE DOCUMENT FOR CONVENIENCE AND CLARITY. CONDO/SUB, PARTITION PLAT, BLA\*\***

**PLAT NAMING POLICY AND APPLICATION PLEASE READ COMPLETLEY**

The naming of subdivision plats in Oregon must conform to **ORS 92.090(1)**, which states:

“subdivision plat names shall be subject to the approval of the County Surveyor or, in the case where there is no County Surveyor, the County Assessor. No tentative subdivision plan or subdivision plat shall be approved which bears a name similar to or be pronounced the same as the name of any other subdivision in the same County, unless the land platted is contiguous to and platted by the same party that platted the subdivision bearing that name or unless the party files and records the consent of the party that platted the contiguous subdivision bearing that name.

**TO CLARIFY THIS STATUTE, THE FOLLOWING POLICIES ARE ADOPTED:**

-If a proposed subdivision is adjacent to an existing subdivision and proposes to use the same name, the person subdividing must either be the same, or must acquire a notarized affidavit from the owner of the other subdivision of the adjacent plat and record that affidavit with the County Clerk. A recorded copy must be provided to the County Surveyor prior to the name approval being granted.

-Geographical Names. Names that are indicative of a specific area such as a region or a city may be used a maximum of ten (10) times. A portion of the plat name must be significantly different. Examples of allowable names are: “Garibaldi”, “Garibaldi Cove”, or “Garibaldi Heights”. Once there are ten plat names that begin with “Garibaldi”, no further use of the name will be allowed.

-No subdivision shall begin with “A”, “The” or other similar words, or use the words “Subdivision” or “Plat” in the name of the subdivision.

-Phases in subdivision will be named in the following manner:

 For the first phase: Foley Creek

 For the second phase: Foley Creek 2, or Foley Creek No.

 For the third phase: Foley Creek 3, or Foley Creek No. 3

 ***ROMAN NUMERALS SHALL NOT BE USED***

-Initials will not be allowed in subdivision names.

-Plat names shall not begin with a number such as “78 or 102” unless the number is spelled out as follows: ONE ROSE PLACE.

Since the subdivision planning process is generally very lengthy, subdivision names may be reserved with the County Surveyor for a period of one year (1), by contacting our office and requesting a name approval at which time we can issue you a name approval.

**\*\*CONDOMINIUM REQUIREMENTS\*\***

THE PLAT AND DECLARATION NEED TO BE SUBMITTED TO THIS OFFICE FOR REVIEW, AT THE SAME TIME AS OR PRIOR TO BEING SUBMITTED TO THE REAL ESTATE COMMISSION.

Should you have the subdivision condominium Declarations and By-Laws returned to you, please request that we do so.

**CONDOMINIUMS/SUBDIVISION *PLEASE NOTE: THIS IS A FILLABLE DOCUMENT***

**PLEASE MAKE SURE THAT YOU ALLOW AT LEAST 10 TO 30 DAYS FOR THE REVIEW PROCESS TO BE COMPLETED.**

**ALSO, AS WITH PARTITION PLATS, 45 DAYS PRIOR TO JUNE 30, AND 45 DAYS PRIOR TO DECEMBER 31 WE WILL NOT GUARANTEE THAT SUBDIVISION MAPS AND PARTITION PLATS WILL GET COMPLETED TO RECORDING AND FILING BY THOSE TAX DEADLINES. PLEASE UNDERSTAND THAT WE CANNOT BE RESPONSIBLE FOR MAPS THAT ARE MISSING, OR NOT SIGNED OUTSIDE THE OFFICE, OR NOT RETURNED TO US IN TIME. MAKE SURE THAT YOUR DATES ARE CORRECT ON YOUR MAPS DEPENDING ON HOW CLOSE YOU ARE TO THESE TWO DATES.**

All fees need to accompany the Plat and Application and are non-refundable. The fee schedule is available on our webpage, or you are welcome to contact our office for more information and to calculate fees.

**\*\*Also, please provide pertinent Deeds and or a Title Report to determine ownership with the submission of your preliminary map. Incomplete project “files” (maps, deeds and approvals) may not be accepted and or not checked in until all documents required are received.**

TOWNSHIP Click or tap here to enter text. RANGE Click or tap here to enter text.SECTION Click or tap here to enter text. Quarter/sixteenth (example AB, CD) Click or tap here to enter text.TAX LOT Click or tap here to enter text.. NAME OF SUBDIVISION OR CONDOMINIUM: Click or tap here to enter text.

Has this name been approved by the County Surveyor for Subdivisions/Condos? [ ] YES [ ] NO

SUBDIVISIONS: # of lots: Click or tap here to enter text.monumented [ ] Or post-monumented [ ]

(The Post Monument security bond payment is required prior to the Subdivision plat being reviewed)

CONDOMINIUMS: # Of units Click or tap here to enter text. \* Plat and Declaration is to be submitted for review, at the same time or prior to being submitted to the Real Estate Commission.

PROPERTY OWNER NAME: Click or tap here to enter text.PHONE: Click or tap here to enter text.

ADDRESS: Click or tap here to enter text.

NAME OF PERSON SUBDIVIDING NAME: Click or tap here to enter text.PHONE: Click or tap here to enter text. ADDRESS: Click or tap here to enter text.

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I certify that the subdivision or Condominium Plat, as submitted, complies with any applicable zoning ordinances and regulations and any ordinance or regulation adopted under O.R.S. 92.044, that are in effect for the incorporated City or the unincorporated portion of the County within which land described in this Subdivision or Condominium Plat is situated. (surveyor please stamp below)

SurveyorClick or tap here to enter text. dateClick or tap here to enter text.

**EXAMPLES OF NOTORIAL ACTS FOR SUBDIVISIONS AND CONDOMINIUMS THAT ARE TO APPEAR ON THE ORIGINAL AND COPY OF THE FINAL MYLAR MAPS THAT WILL BE RECORDED WITH THE COUNTY CLERK AND FILED WITH THE COUNTY SURVEY DEPARTMENT. THESE SHOULD INDICATE WHETHER IT IS A SUBDIVISION OR A CONDOMINIUM PLAT.**

 ORIGINAL:

 STATE OF OREGON

 COUNTY OF TILLAMOOK

I, DO HEREBY CERTIFY THAT I AM THE QUALIFIED CLERK OF TILLAMOOK COUNTY, OREGON AND THAT THIS\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PLAT WAS RECEIVED FOR RECORD ON THE \_\_\_\_\_\_\_\_\_\_\_\_DAY OF \_\_\_\_\_\_\_\_\_\_\_\_,20\_\_, AT \_\_\_\_O’CLOCK, AND RECORDED IN PLAT CABINET B\_\_\_\_IN PLAT RECORDS OF TILLAMOOK COUNTY AND RECORDED AS INSTRUMENT NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 TASSIE O’NEIL, COUNTY CLERK

COPY:

CERTIFICATE OF COUNTY CLERK

STATE OF OREGON

COUNTY OF TILLAMOOK

I, DO HEREBY CERTIFY I AM THE QUALIFIED CLERK OF TILLAMOOK COUNTY, OREGON AND THAT THIS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PLAT IS THE FULL, COMPLETE, AND TRUE COPY OF THE ORIGINAL PLAT OF THE SAME, AS RECORDED IN PLAT CABINET B\_\_\_\_\_\_\_ OF PLAT RECORDS OF TILLAMOOK COUNTY, OREGON RECORDED ON \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, AT \_\_\_O’CLOCK, AS INSTRUMENT NUMBER \_\_\_\_\_\_\_\_\_\_\_\_.

BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 TASSIE O’NEIL, COUNTY CLERK

**ALSO PLEASE REMEMBER TO LEAVE A 3X2.5 SPACE ON THE UPPER RIGHT CORNER OF PAGE ONE (SIGNATURE PAGE) OF THE ORIGINAL FOR ROOM OF THE CLERK’S RECORDING STICKER**.

***PLEASE NOTE: ORS REVISED STATUTE 194.031***

***NOTICE TO SURVEYORS AND NOTARIES***

***DO NOT USE NOTARY STAMPS ON ORIGINAL FINAL MAPS***

**The ink is NOT archival; it is not the right type of ink for use on mylar paper and it runs and smears. Notarial certificates have been made to accommodate notarial acts so please make sure that the notaries are aware of this when customers are signing the maps. Below is an example to use for your maps.**

**ALSO, ARCHIVAL PENS MUST BE USED TO SIGN MYLAR PLATS. REGULAR INK, OR SHARPIE PENS ARE NOT ARCHIVAL AND NOT ACCEPTABLE AND WILL BE REJECTED.**

ACKNOWLEDGEMENT

STATE OF:

COUNTY OF:

Know all people by these present, on this \_\_\_\_\_\_day of \_\_\_, 20 \_\_, before me, \_\_\_\_\_\_\_\_\_\_, a Notary Public in and for said State and County, personally appeared \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , who being duly sworn, did say that he/she was the identical person named on the foregoing instrument and that said instrument was executed on his/her behalf and his/her signature is affixed to said instrument and is of his/her free and voluntary act.

SIGNATURE OF NOTARY\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME OF NOTARY \_\_\_\_\_\_\_\_\_\_\_, STATE \_\_\_\_\_\_\_, COMMISSION NUMBER\_\_\_\_\_\_\_\_\_\_

DATE COMMISSION EXPIRES

FULL MONTH TWO DIGIT DAY, AND FOUR DIGIT YEAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*PARTITIONING OF PROPERTY\*\***

**PLEASE ALLOW 10 TO 30 DAYS (PER O.R.S)
FOR THE REVIEW PROCESS TO BE COMPLETED**

**PROPERTY OWNER:**
 **-**Proposes to create not more than three (3) parcels within a calendar year

 **-**No roadways or access easements are being created

 **-**Each lot will be adjacent to an existing road for at least 25’

 **-**Proposed parcels meet all required zoning standards\*\*

 **-**Contracts a Licensed, Registered Land Surveyor (Registered within the State of Oregon)

 ***TAXES***

 **-**Taxes are be paid in full prior to the tax department approving the Partition Plat and “signing off”

 **-**All pre-payments are required after the fiscal year ends, or June 30

 **-**Please check with the tax department regarding their requirements for receiving tax payments

**LICENSED SURVEYOR HIRED BY PROPERTY OWNER:**

 **-**Depending on the jurisdiction, the surveyor will submit the preliminary Partition Plat to the City or
 the County department for their application process and approval.
 **-**Preform the required survey work

**-**Prepares and submits a preliminary copy of a Partition Plat with the required documentation to
 the County Surveyor along with the application fee (see below for the amounts). This is done after either the City or the County aka Community Development has a preliminary approval
supplied to the Surveyor. (please submit a copy of said approval letter with map)

**­-** Please include the last deed/vesting deed, or a preliminary title report used to determine property ownership
**-**The Clerk Acknowledgement and Notarial that are used for Subdivisions are also used for
 Partition Plats. Those can be found on Pages 3 and 4 of this packet.

**TILLAMOOK COUNTY SURVEYOR**

**-**This department reviews the maps prepared by the Licensed Surveyor within 30 days of receipt. The maps must meet certain standards per O.R.S. 209.250 (4)(a)

**-** Once the map has been reviewed, checked and errors corrected by the Licensed Surveyor, signed by the owners and City if needed, our department is presented with a final Partition Plat in duplicate on Mylar paper. We submit this map via email to the County Tax Department for their review process. Once reviewed by the Tax Department and we are notified, we obtain signatures from the Community Development Director and the County Surveyor then signs the Partition Plat. The maps are then taken by someone in the County Surveyor’s Department to the Tax Department for signatures, and Clerk’s Department for final signatures and recording. Notifications are then made and final map is filed.

**-** Should there be any errors or deficiencies the Licensed Surveyor will be notified as soon as possible to remedy the situation.

**FEE FOR PARTITION PLAT FILING TO THE COUNTY SURVEYOR IS NOW $450.00. ADDITIONAL PAGES ARE $10.00 EACH. PLEASE REMIT WITH FIRST SUBMITTAL.**

**THE FEE FOR THE RECORDING OF PARTITION PLATS FIRST PAGE IS NOW $107.00 AND $5.00 FOR EVERY PAGE THEREAFTER.**

**\*\*PLEASE NOTE THAT OTHER COUNTY OR CITY PROCEDURES MAY BE REQUIRED PRIOR TO SUBMISSION OF PARTITION PLAT TO THE COUNTY SURVEYOR. \*\***

**PARTITION PLAT**

***PLEASE NOTE THIS IS A FILLABLE DOCUMENT***

**ALLOW AT LEAST 30 DAYS FOR THE REVIEW PROCESS TO BE COMPLETED BY THE COUNTY SURVEYOR DEPARTMENT**

**TILLAMOOK COUNTY SURVEYOR’S DEPARTMENT**

**PARTITION PLAT REVIEW APPLICATION**

***PLEASE PROVIDE A COPY OF THE DEED OR DEEDS AND OR A TITLE REPORT USED TO DETERMINE OWNERSHIP WITH SUBMISSION OF YOUR PRELIMINARY MAP.***

**PROPERTY OWNER NAME:** Click or tap here to enter text. **PHONE:** Click or tap here to enter text.

**ADDRESS:** Click or tap here to enter text.

**TOWNSHIP** Click or tap here to enter text. **RANGE** Click or tap here to enter text. **SECTION** Click or tap here to enter text. **TAX LOT** Click or tap here to enter text.

**CITY** [ ]  **COUNTY** [ ]  **(CHOSE ONE) PROVIDE A COPY OF THE LETTER OF APPROVAL FROM EITHER PLEASE.**

Minimum required Lot size: Click or tap here to enter text.

Proposed size of Parcel 1: Click or tap here to enter text.

Proposed size of Parcel 2: Click or tap here to enter text.

Proposed size of Parcel 3: Click or tap here to enter text.

Is a public or private road or easement being created? Yes [ ]  No [ ]

Has a road or easement been created since January of 1980? Yes [ ]  No [ ]

I CERTIFY THAT THIS PLAT COMPLIES WITH O.R.S. CHAPTER 92

REQUIREMENTS THAT ARE IN EFFECT AS OF THE TIME THIS

PARTITION WAS SUBMITTED.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SURVEYOR SIGNATURE DATE

(Place stamp below)

Chapter 92 – Subdivisions and Partitions

**92.120 RECORDING PLATS; FILING COPIES; PRESERVATION OF RECORDS.**

1. The plat of a subdivision described in ORS 92.050, when made and approved as required and offered for record in the records of the County where the described land is situated, must be recorded by the County Recording Officer upon the payment of the fees provided by law. The fact of recording and the date of recording must be entered on the Plat and the Plat must be indexed in the deed records by owner name and subdivision.
2. The Partition Plat described in ORS 92.050, when made and approved as required and offered for record in the records of the County where the described land is situated, must be recorded by the County Recording Officer upon the payment of the fees provided by law. The fact of recording and the date of recording must be entered on the Plat and the Plat must be indexed by owner name and Plat type or Plat name. Partition Plats must be numbered by year and sequentially and be record in deed records.
3. At the time of recording a Subdivision or Partition Plat, the person offering it for recording shall also file with the County Surveyor and with the County Recording Officer, if requested by the County Recording Officer, an exact copy of the Plat made on material that has the characteristics of strength and permanency required by the County Surveyor. The Surveyor who made the Subdivision or Partition Plat shall certify that the photocopy or tracing is an exact copy of the Subdivision or Partition Plat. The subdivider shall provide without cost the number of prints from the copy that are required by the governing body of the County.
4. For the purpose of preserving the record of Subdivision or Town Plats or Partition Plats, the Plats may be microfilmed or stored for safekeeping without folding or cutting. All records must be created and stored in accordance with all applicable rules and regulation and in a manner that ensures the permanent preservation of the record. (Amended by 1955 c. 756 §; 1973 c. 696 §18; 1977 c.488 §1; 1985 c.582 §10; 1987 c.489 §12; 1989 c. 772 §17; 1991 c. 763 §17; 1993 c.702 §7; 19950c. 382 §9; 1997 c. 399 §13)

**\*\*BOUNDARY LINE ADJUSTMENTS WITHIN TILLAMOOK COUNTY\*\***

**ALLOW AT LEAST 10 TO 30 DAYS**

**FOR THE REVIEW PROCESS TO BE COMPLETED**

**PROPERTY OWNER RESPONSIBILITIES**

* Proposed parcels meet all required zoning standards. (County and or City procedures may be required prior to submission of Survey of Record to the County Surveyor)
* Contracts with a Licensed Private Land Surveyor, registered within the State of Oregon

**LICENSED OREGON SURVEYOR**

* Submits a preliminary survey to the County Community Development or the City, depending on where the property is located.
* Performs the required survey work and prepares a preliminary survey map to submit to the County Survey Department
* Submits the preliminary Boundary Line Adjustment map along with the following required documents for review to the County Surveyor’s department:

Map

Vesting Deed or Preliminary Title Report to determine ownership

Copy of the Approval Letter from the Community Development Department or City

Copies of the new Legal Description for the proposed property after the adjustment.

County Surveyor’s review fee of **$350.00. Additional pages add $10.00 each page**.

**COUNTY SURVEYOR**

* Receives and reviews maps and items brought in by the Surveyor to assure that the map complies with ORS 209.250 (4)(a) within 30 days of receipt. During this time the Surveyor’s Department will inform the Private Surveyor of any errors and suggestions on the map and, ***as a courtesy*** check the legal descriptions for errors. Once the Private Surveyor has remedied the errors and turns in their final map on the correct archival paper signed and stamped.
* Once the final has been checked against the correction map, it is given a number, filed and the Private Surveyor is notified of the filing.